

Microsoft SharePoint 2010 Office Integration Introduction

Course length

1 day

Why come on this course?

The goal of this course is to provide you with the knowledge and skills to combine SharePoint 2010 and Office 2010. You will use powerful features of Office applications such as Microsoft Word, Excel, Access, Outlook and more, to create an integrated set of tools providing you with powerful and yet simple solutions to business and team requirements. The course emphasises hands-on experience, with a series of self-guided exercises integrated into the training.

You will discover how to work with SharePoint content offline using Outlook and SharePoint Workspace and synchronise changes back into your sites. You will see how to publish content into SharePoint for users to view without the required Office application being present on their PC. You will manage documents and SharePoint content without needing access to the browser, providing a faster more productive means to complete work.

Who is it for?

You should have a good understanding of Windows and web browsing, have attended the SharePoint 2010 End-User Introduction or have equivalent experience, and have a good knowledge of the general Office 2010 applications required (Word, Excel, Outlook and PowerPoint).

What will I learn?

By the end of this course delegates will:

- Open and save documents to SharePoint Libraries from the Office applications
- Create, open and manage documents without using the browser
- Blog using Microsoft Word
- Integrate SharePoint content with Microsoft Excel
- Use SharePoint to broadcast slide show presentations
- Use live co-authoring to edit documents simultaneously with other users
- Manage content offline using Microsoft Outlook and Microsoft Workspace
- Add Web Parts pages to integrate and connect to Outlook accounts

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

Course contents

Office Document Control

- Office 2010 Backstage
- Manage your SharePoint Sites Lists
- The Document Panel
- Office Web Apps
- Outlook Web Apps

Content Editing

- Library Properties in Documents
- Check Out/In
- Versioning
- Document Barcodes
- Blogging with Microsoft Word

Data Management

- Transport Data from Excel to SharePoint
- Transport Data from SharePoint to Excel
- Synchronising Excel Data with SharePoint

Presentation Collaboration

- Slide Libraries
- Working with Pictures
- Broadcast Presentations

Co-Authoring

- What is Co-Authoring?
- Co-Authoring Interface
- Co-Authoring in Microsoft Word
- Co-Authoring in Microsoft PowerPoint
- Co-Authoring in other Applications

Working Offline

- Managing Connections
- Managing Content Offline
- Managing Alerts in Outlook
- SharePoint Calendar Invitations
- Outlook 2010 Social Connector
- Using SharePoint Workspace
- SharePoint Workspace Environment
- Working with Contacts

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